

SiteManager **Training Manual**



Module A
Chapter 1

Reference Tables
Item Master List

Section A-1-1-1

Viewing the Item Master List

Student's Version

Indiana Department of Transportation
August 2007, Version 3.7b

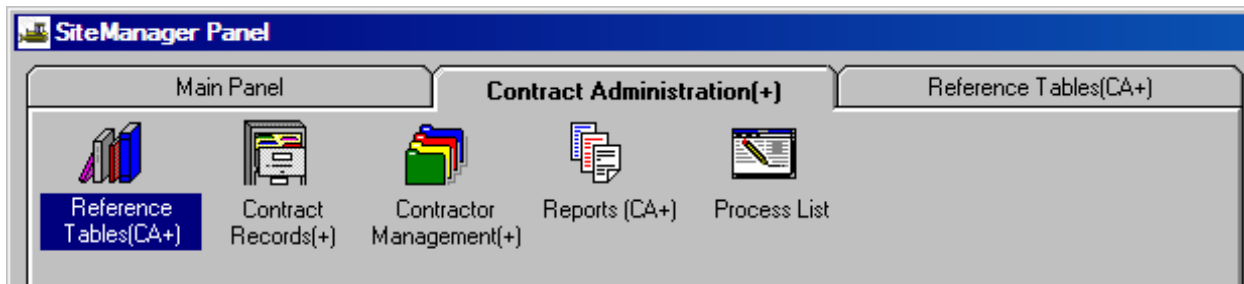
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Viewing Item Master list

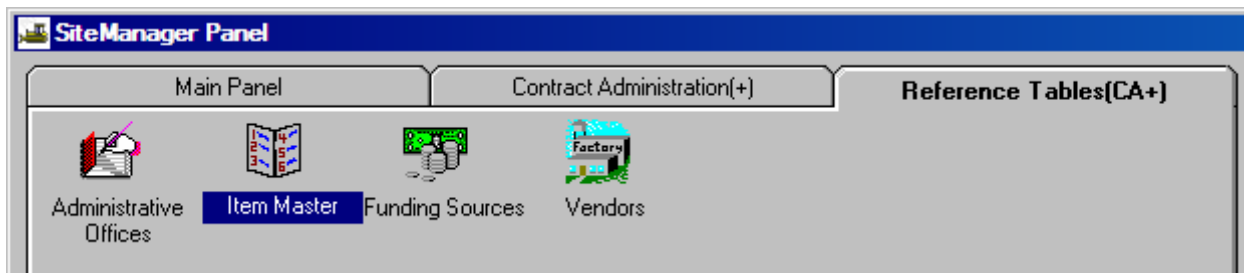
This module will explain how to open and view the Item Master list. The **Item Master** window lets the user view INDOT's Master Item list. The user can add an Item to a Contract by selecting the Item on the appropriate SiteManager window.



From the **Main Panel**, “double-click” on **Contract Administration (+)**.



“Double Click” on **Reference Tables (CA+)**.



“Double Click” on **Item Master** icon.

Item Code	Spec Year	Short Description	Unit	Unit Type
000-00000	1993	DUMMY ENGLISH ITEM		E
000-00001	1995	DUMMY METRIC ITEM		M
104-05404	2006	DESIGN/BUILD	LUMP SUM	E
104-05404	1993	DESIGN/BUILD	LUMP SUM	E
104-05404	1995	DESIGN/BUILD	LUMP SUM	M
105-01925	1993	FIELD OFFICE, 550 SQ. FT.	MONTHS	E
105-01925	2006	FIELD OFFICE, 550 SQ. FT.	MONTHS	E

Alternate ID: Spec Book Reference:
 Description:
 Indicators: ☐ Material Item ☐ Obsolete Item ☐ Major Item ☐ Suppl Desc Req'd
 Item Historical Price: \$0.00000 Fuel Adjust Type:

Use the Scroll or Find, Filter, Sort technique to locate the appropriate **Item Code**. “Double-click” on the **Item Code**, of the item will appear the panel below.

The **Top Panel** includes;

Item Code: **Item Code** refers to the INDOT defined contract work item code.

Spec Year: **Spec Year** refers to the specification book in which the item appears.

Short Description: **Short Description** The description of the item.

Unit: **Unit** of measure for the item.

Unit Type: **Unit Type** Indicates which measurement system is used (E= English, M= Metric or SI).

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Item Master

Item Code	Spec Year	Short Description	Unit	Unit Type
601-97046	2006	GUARDRAIL POST, DS	EACH	E
601-97054	1993	GUARDRAIL BRACKET, STEEL, OFFSET	EACH	E
601-97054	1995	GUARDRAIL BRACKET, STEEL, OFFSET	EACH	M
601-97054	2006	GUARDRAIL BRACKET, STEEL, OFFSET	EACH	E
601-97079	1993	GRAVEL BARREL ARRAY, REMOVE	EACH	E
601-97079	1995	GRAVEL BARREL ARRAY, REMOVE	EACH	M
601-97079	2006	GRAVEL BARREL ARRAY, REMOVE	EACH	E

Alternate ID: Spec Book Reference:

Description:

Indicators

☒ Material Item ☐ Obsolete Item ☐ Major Item ☐ Suppl Desc Req'd

Item Historical Price: Fuel Adjust Type:

The **Bottom Panel** includes;

Alternate ID: Alternate ID An alternate Item Code for an Item.

Spec Book Reference: Spec Book Reference The INDOT Specification section, paragraph, or supplement describing the item.

Description: Description Text description of the item.

Indicators;

- **Material Item: Material Item** indicates that this is a material item requiring sampling, tests and/or certifications for acceptance.
- **Obsolete Item: Obsolete Item** Indicates that this is an obsolete item code and may no longer be in use.
- **Major Item: Major Item** All contract items having an original contract value in excess of 5% of the original contract amount shall be considered as major items.
- **Suppl Desc Req'd: Suppl Desc Req'd** indicates when a supplemental description is required for an Item Code.
- **Item Historical Price: Item Historical Price** Currently not utilized by INDOT
- **Fuel Adjust Type: Fuel Adjustment Type** Currently not utilized by INDOT.

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Item Master Close

Item Code	Spec Year	Short Description	Unit	Unit Type
601-97046	2006	GUARDRAIL POST, DS	EACH	E
601-97054	1993	GUARDRAIL BRACKET, STEEL, OFFSET	EACH	E
601-97054	1995	GUARDRAIL BRACKET, STEEL, OFFSET	EACH	M
601-97054	2006	GUARDRAIL BRACKET, STEEL, OFFSET	EACH	E
601-97079	1993	GRAVEL BARREL ARRAY, REMOVE	EACH	E
601-97079	1995	GRAVEL BARREL ARRAY, REMOVE	EACH	M
601-97079	2006	GRAVEL BARREL ARRAY, REMOVE	EACH	E

Alternate ID: Spec Book Reference:

Description:

Indicators

☐ Material Item
 ☐ Obsolete Item
 ☐ Major Item
 ☐ Suppl Desc Req'd

Item Historical Price: Fuel Adjust Type:

“Click” on the **Close**  button on the toolbar to exit.

Viewing Item Master List

Exercise A-1-1-1-T

Group Exercise

View **Item Master List** information for item code 616-98550.

Log into SiteManager as d90afaul

Password pass

Log in as PE/S

Navigate from the **Main Panel**:

“Double-Click” on **Contract Administration (+)** icon

“Double-Click” on **Reference Tables (+)** icon

“Double-Click” on **Item Master** icon

Using “**Filter Find Sort**” to locate **Item Code:** 616-98550,

Spec Year: 2006,

Short Description: _____

Unit: _____

“Click” on the **Close** button located on the Toolbar